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JUL 12 1950

MD

Acting Executive

Management Officer

Machine Methods and Agency Operation.

1. Discussion.

As requested, this office in conjunction with personnel of other offices conducted a comprehensive survey of present and proposed application of machine methods to Agency operations. The attached survey presents the subject in four broad phases:

- a. Brief history and outline of present application.
- b. Projects currently in developmental stage.
- c. Possible future applications.
- d. Outline plan for utilization of space for personnel and equipment.

2. Findings.

The Agency has made good progress in adaptation of machine methods to operations, solving many problems which could not have been solved from a practical standpoint by manual means.

While it is common knowledge that machine techniques are best applied by centralization of machines, it is not practical in the case of CIA at this time, because of the physical location of the various offices and certain security factors involved. However, if the Agency should ever become more compact, centralized machine operations will become a reality. Any type of security necessary could be provided by compartmentalizing the machine room itself.

3. If this plan is approved under existing circumstances, machine operations will be located in six places (OOD, OO, SSS, IMSS, AC and North Interior Building for Board of Geographic Names).

4. Recommendations:

- a. That still wider usage be employed as rapidly as the use can be determined.
- b. That one position be established in the Management Office for a supervisor-planner for machine methods who

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will have Agency control over machine techniques by taking grade function (and the individual) from OCD and assigning to Management.

c. That all administrative support by machine techniques be placed under the Special Support Staff.

JAMES D. ANDREWS

1 Attach.
Survey
(Tabs A,B,C,D)

OCD CONCURS IN THE general proposal, which seems well thought out in nearly every detail.

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OCD agrees also to transfer from OCD to SSS-Management of [] and to concurrent removal of one slot from the overall Machine Methods T/O. Release one GS-3 Key punch.

OCD does not agree that the slot to be removed should be the GS-14. We will need a new Chief, and it is not certain that the present Asst Chief, who is GS-13 now, will fill the bill in all respects. Thus I may have to recruit a new GS-14 Chief.

OCD agrees to transfer of the [] people in the Administration Projects Section to SSS (see approved T/O of 3 July 1950).

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OCD recognizes that it will also be necessary and reasonable to transfer some of the keypunch people. We will have only [] on the T/O after the release agreed to above, and we cannot afford to cut too deeply into remaining strength. It would be unwise, particularly at the present time, to jeopardize the substantive intelligence operation, even though the new administrative job under SSS has all the glamor of a new and shiny invention.

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AD/OCD
18 July 1950

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